

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
DHL Customer Service  
[Delivery Center Address]  
[City, State, Zip Code]  
Subject: Authorization for Delivery Release  
Dear DHL Customer Service,  
I, [Your Name], hereby authorize DHL to release my package(s) identified  
by tracking number [Tracking Number] to the following individual:  
Name: [Authorized Person's Name]  
Relationship: [Relationship to You]  
Identification: [Type of ID] - [ID Number]  
This authorization is valid for the delivery scheduled on [Delivery  
Date]. I confirm that the authorized individual will present proper  
identification upon delivery.  
Thank you for your assistance.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]